OFFICIAL PERSONNEL FILE REVIEW SHEET

(Shaded areas <u>must</u> be completed)

ART I – General Information				
Employee's Name: Current Classification: Printout of Leave Balances attached		Department:		
		Date of Review:		
		☐ Printout of Employment History attached		
ART II – Probation Reports/Individual	Development Plans	:/Performance Apprais	sal Summaries	
Date of Report:	Classification:		Overall Rating:	
Comments:				
Date of Report:	Classification:		Overall Rating:	
Comments:				
Date of Report:	Classification:		Overall Rating:	
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Comments:				

State of California California Environmental Protection Agency Air Resources board ASD/OHR 224 (New 09/01)

Date of Report:	Classification:		Overall Rating:			
Comments:			<u>I</u>			
Date of Report:	Classification:		Overall Rating:			
Comments:						
Date of Report:	Classification:		Overall Rating:			
Comments:						
PART III – Commendations						
Format (i.e., Letter from Superv	isor, Certificate, etc.):	Date:				
Comments:						
Format (i.e., Letter from Supervisor, Certificate, etc.):		Date:				
Comments:						

State of California California Environmental Protection Agency Air Resources board ASD/OHR 224 (New 09/01)

Format (i.e., Letter from	n Supervisor, Certificate, etc.):	Date:					
Comments:							
Format (i.e., Letter from Supervisor, Certificate, etc.)		Date:	Date:				
Comments:							
PART IV – PAR Histor	y (See Attached Sample of PAR)					
Last Three Transaction Codes and last A01: 1) 2) 3)		Dates of Transaction: 1) 2) 3)	1) 2) 3)				
Other PAR Codes to Consider: 1) 2) 3)		Dates of Transaction/Commer 1) 2) 3)	2)				
PART V – Leave Balar	ART V – Leave Balances and State Service						
Vacation:	Annual Leave:	Sick Leave:	State Service:				
PART VI – Overall Cor	nments/Items of a Negative Nat	ure	·				
Signature of Person Co	onducting Review:	Date:					